

City of Las Vegas

PURCHASING & CONTRACTS DIVISION
CITY HALL, 1ST FLOOR
400 STEWART AVENUE
LAS VEGAS, NEVADA 89101-2986
(702) 229-6231
FAX (702) 384-9964
TDD (702) 386-9108
www.lasvegasnevada.gov/bids



KATHLEEN C. RAINEY
MANAGER

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SENIOR BUYER

INVITATION TO BID BID NO. 070287-DD

ANNUAL REQUIREMENTS CONTRACT FOR PRINTING PAPER

SCOPE OF WORK: City of Las Vegas is soliciting bids from qualified bidders to establish an Annual Requirements Contract to provide Printing Paper for the period from Date of Award through February 28, 2008 with Four (4) One-Year renewal options.

PRE-BID CONFERENCE: Will be held on February 15, 2007 at 10:00 AM in the Purchasing and Contracts Division Conference Room, First Floor, City Hall Complex, 400 Stewart Avenue. The purpose of this conference is to discuss the specifications and any prospective bidders concerns. If a firm is unfamiliar with the public bidding process and would like to obtain training on the bid submittal process for this bid, please contact Dan Dixon at 229-6231, no later than February 13, 2007 and a training session will be provided immediately following the pre-bid meeting.

BID OPENING: All bids must be received in the office of the City Clerk, First Floor, City Hall Complex, 400 Stewart Avenue, Las Vegas, NV 89101-2986 by February 22, 2007. Bids must be time-stamped no later than 1:30 p.m. Bids time-stamped at 1:31 p.m. or later, will not be considered in the award and will be returned to the Bidder. Bids will be publicly opened and read aloud, immediately after the established closing time and date, in the Purchasing and Contracts Division Conference Room.

BID DOCUMENTS MAY BE OBTAINED by registering with DemandStar. Suppliers/Bidders may register on-line at www.DemandStar.com or by requesting a faxed registration form to (800) 711-1712. Membership in DemandStar is not necessary for doing business with the City. However, suppliers registering with DemandStar receive automatic, immediate notification of non-construction related solicitations, including any subsequent addenda. The Solicitation documents may also be purchased from the Purchasing & Contracts Division, 1st Floor, City Hall 400 Stewart Avenue for a non-refundable charge of \$7.00. If documents are to be mailed, there will be a \$5.00 postage and handling fee. Checks are to be made payable to City Treasurer, City of Las Vegas. Suppliers obtaining solicitation documents from the Purchasing Office will receive notification of addenda. Failure to acknowledge addenda, if any, may cause the bid to be deemed non-responsive.

Any questions regarding this solicitation should be referred to Dan Dixon at (702) 229-6231.

Prospective bidders are hereby notified that this Invitation to Bid and all related bidding documents will be made available on a Telecommunication Device for the Deaf (TDD) or in an alternate format (audio or Braille) upon request to the Purchasing and Contracts Division, telephone number (702) 229-6231 or (702) 386-9108 (TDD).

FOR COMPLETE INFORMATION OF FUTURE FORMAL BIDS AND QUOTATIONS, CALL THE BID HOTLINE AT (702) 229-2423 OR VISIT OUR WEB SITE AT www.lasvegasnevada.gov/bids

City Council: MAYOR OSCAR B. GOODMAN – MAYOR PRO TEM GARY REESE – LARRY BROWN – LAWRENCE WEEKLY – STEVE WOLFSON – LOIS TARKANIAN – STEVEN D. ROSS City Manager: DOUGLAS SELBY